

Message

From: Dunn, Alexandra [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=426D0177EAAB4001A5C85F051565997E-DUNN, ALEXA]
Sent: 5/25/2018 3:46:55 PM
To: Lindsay, Jane [lindsay.jane@epa.gov]
Subject: Re: Voucher for Alexandra Dunn - Per and Polyfluoroalkyl Substances National Leadership Summit - Washington D.C. - 5/21-23/18

Please put a reminder in my calendar I should get to Philly about 6 and I can do these things then including signing air sip

Sent from my iPhone

Alexandra Dapolito Dunn, J.D. , Regional Administrator

Region 1 New England. ***This email is for official EPA business only and may be subject to disclosure under the Freedom of information Act***

On May 25, 2018, at 9:55 AM, Lindsay, Jane <lindsay.jane@epa.gov> wrote:

For signing

From: Truong, Vinh
Sent: Thursday, May 24, 2018 5:43 PM
To: Dunn, Alexandra <dunn.alexandra@epa.gov>
Cc: R1 Travel <R1_Travel@epa.gov>; Lindsay, Jane <lindsay.jane@epa.gov>; Haslett, Brenda <Haslett.Brenda@epa.gov>; Schofield, Shannon <Schofield.Shannon@epa.gov>
Subject: Voucher for Alexandra Dunn - Per and Polyfluoroalkyl Substances National Leadership Summit - Washington D.C. - 5/21-23/18

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Region 1
5 Post Office Square
Boston, MA 02109-3912
5/24/2018

MEMORANDUM - SENT VIA E-MAIL

SUBJECT: Voucher

FROM: Vinh Truong,
Financial Specialist - Office of the Comptroller

TO: Alexandra Dunn

I have created your Voucher in Concur for the Per and Polyfluoroalkyl Substances National Leadership Summit in Washington D.C. from 5/21-23/18. It is ready for you to **REVIEW & SIGN**. We have attempted to designate enough money to your travel credit card to cover purchases made during your travel dates in an effort to bring your balance to zero. Be cognizant that some charges may change or increase after this process is complete. **YOU** alone are responsible to pay the balance on your travel credit card on time.

If you have any questions or concerns feel free to contact us by sending an email to R1 Travel.

Concur: <https://cge.concursolutions.com/>

cc: R1Travel

Thank you,
R1 Travel Team

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